

First 5 California Children and Families Commission
School Readiness (SR) Program
SR Program Funds Request and Fiscal Reporting Forms and Instructions
July 2003

Form Name	Purpose	Instructions	Due Date
Fund Request Forms			
Annual School Readiness Program Budget Update Form 1A	Form. 1A - Annual program budget report regarding estimated cash match and SR funds – linked with request for next year's funds.	<p>This form reports on budget information regarding County Commission cash match and CCFC SR funds. It is used by County Commissions to report SR Program budget status, changes, and updates for FY 03/04. <i>Please note: This form can be submitted before or after August 1. This date is a recommended submittal date.</i></p> <ol style="list-style-type: none"> 1. Please explain any carryover of funds, as well as any request for an increase or decrease in funds in a written narrative attached to Form 1A. 2. Future SR Program funds disbursements will be reduced by the amount of State Commission Funds carryover that you report on this form (Column B) unless the County Commission explains the need for the CCFC carryover funds. To avoid a reduction in funds, please include a brief explanation as to why the funds are needed. 3. The following SR fiscal policy should be 	On or before August 1

		<p>considered when calculating your total revised budget: County/State cash match must be \$1 for \$1 by fiscal year and by program. For example, if you are requesting \$20,000 more in State Commission Funds, you must show an equal increase in local cash match.</p> <ol style="list-style-type: none"> Any carryover of funds, including State or local funds, cannot be used as cash match during the next fiscal year. Please refer to other pertinent documents when completing these forms, including the SR RFF and the FAQs, both found on the CCFC web site. 	
<p>Request for School Readiness Program Funds and Cash Match Certification Form 1B</p>	<p>Form 1B is used to request SR Program funds and to indicate whether or not there is a SR Program budget change for the upcoming FY.</p>	<p>This form is used to request SR Program funds.</p> <ol style="list-style-type: none"> The County Commission requests a specified amount of SR Program Funds based on SR Program budget updates. If there is a change in the amount requested, the amount listed on this form should match the amount listed on Form 1A, Section IV, Column E. (The County Commission must also attach a budget narrative explaining the budget change.) If there is no change to report, the amount listed should equal the amount listed on Form 1A, Section IV, Column A and should be the same as the amount listed on Budget Form 4A in your approved School Readiness application for FY 03/04. This form certifies, (to the best of the 	<p>On or before August 1</p>

		<p>county's ability) that the County Commission has invested the required \$1: \$1 cash match during FY 02/03.</p> <p>5. Each approved SR Program must complete and submit both Form 1A and 1B.</p>	
County Commission Summary of Request for School Readiness Funds Form 1C	Form 1C. This form lists the budget request for each approved School Readiness Program in the county and provides a County Commission total request for SR funds for the upcoming fiscal year.	<p>The County Commission lists the amount of funds requested for each approved SR Program and then provides a total of all SR funds requested for FY 03/04.</p> <ol style="list-style-type: none"> 1. The amount of funds requested on this forms should correspond with the amount of funds requested on each Form 1A. 2. All County Commissions with more than one approved SR Program must submit this form. (Those County Commission with only one approved SR program do not need to complete this form.) <p>NOTE: The amount requested cannot exceed the amount allocated to the County Commission.</p>	On or before August 1
Annual Request for School Readiness Implementation Fund Request Form 1D	Form 1D	<p>This form can be submitted once a year at any time during the year to request SR Implementation Funds.</p> <p>NOTE: The amount requested cannot exceed the amount allocated to the County Commission.</p>	On or before August 1 or any time during the year.
Expenditure Forms			
Fiscal Year End Expenditure Report Form 2A	Form 2A. Information required for audits Annual report on expenditures for Program Expenses, Administrative	This expenditure form requests spending and encumbered funds information for FY 02/03 in 3 categories: Program, Administrative, and Fixed	On or before October 15

	Expenses, Fixed Assets/Capital Expenditures.	Assets/Capital Improvements. (This form is similar to SR RFF Form 4C). <ol style="list-style-type: none"> 1. This form does not collect data on “in kind” contributions. A sample form has been attached to assist you. 2. This form will be reconciled with the estimated carryover that you report on the Annual School Readiness Program Budget Update Form 1A submitted on or before August 1. 	
Program Report			
School Readiness Program Directory Information Form 5	Form 5 - Updated annually as needed to reflect major program changes.	This form is to be updated each fiscal year, as needed, to report major program changes. Additionally, all major program changes must be explained in a program narrative and attached to this form.	On or before October 15

Please send the original and two copies of each form and report to the following address:

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 501 J Street, Suite 530
 Sacramento, CA 95814